

MAVEA Maine Learning Results/Curriculum Integration Project  
**Student Information System (SIS) – Administrative Help Manual**

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**View/Edit Student Course Assignments      click Button D**

- ◆ Can change/update CourseID info for an individual or several students without having to go into individual student info records.

Create new record with pulldown menus for student name and new course assignment

StuCou	StudentID	CourseID	Active	Date
11	Date, Input	Business Information Technology	<input checked="" type="checkbox"/>	08/29/2001
10	Print, Daphne Blue	Drafting Technology	<input checked="" type="checkbox"/>	
9	Daysend, Vaughn A.	Hospitality	<input checked="" type="checkbox"/>	
8	Jubilee, Cherry	Culinary Arts	<input checked="" type="checkbox"/>	
7	Undo, Justin	Business Information Technology	<input checked="" type="checkbox"/>	
6	Product, Winnie	Marketing	<input checked="" type="checkbox"/>	
5	Brother, Heesma	Welding	<input checked="" type="checkbox"/>	
4	Play, Ivanna	Early Childhood Education	<input checked="" type="checkbox"/>	
3	Goode, Johnny B.	Automotive Technology	<input checked="" type="checkbox"/>	
2	Wham, Whoops	Automobile Collision Technology	<input checked="" type="checkbox"/>	
1	Wall, Ivy	Building Construction & Carpentry	<input checked="" type="checkbox"/>	
12	Date, Input	Automotive Technology	<input type="checkbox"/>	
▶ (number)			<input checked="" type="checkbox"/>	

**NOTE: this is a little confusing. It looks like you should just change course name next to student name. However, If you do this, you will lose access to all recorded performances in the former course for that student. Instead, please follow directions that follow:**

- ◆ In the new record StudentID column, activate the pull down menu to select student. ➔ use the pull down menu in the CourseID column to select new course assignment. ➔ Enter date change is effective ➔ Check boxes to make appropriate courses active and inactive. [Student will only show up on pull down menus, reports etc of course(s) checked “active” This information will now appear filled in at individual student information records (Button A).

**Administrative Report Options      click Button C**

Select report you want ➔ Dialog boxes asking for student, period, course etc will appear as needed to run the report. Clicking on preview report will show what a report contains.

